

28 November 1951

PROPOSED SCHEDULE FOR CIRCULATION OF MINUTES
OF EACH WORKING GROUP TO ALL OTHER WORKING GROUPS

1. Friday, 7 December 1951, C. O. B.

List of summaries of activities of Working Group (decisions, resolutions, statements, definitions, plans, etc.) to be in the hands of the Executive Secretary, Career Service Committee.

2. Monday, 17 December 1951

Text will be edited with Working Group Chairman and brought up to date through C. O. B. Wednesday, 12 December 1951. Dittoed and circulated to Career Service Committee by Friday, 14 December 1951 and placed on the Agenda of the Career Service Committee for clearance at its meeting on Monday, 17 December 1951.

3. Tuesday, 18 December 1951

Distribution will be made to each Working Group Chairman with sufficient copies for each member of his Working Group.

4. After the summary of results through 12 December 1951 has been circulated, the schedule will be as follows:

- a. Wednesday, C. O. B.; deadline for copy
- b. Thursday, C. O. B.; deadline for editing and revising
- c. Friday, A. M.; dittoing
- d. Friday, noon; circulation by hand to members of the Career Service Committee
- e. Monday, 4:00 P.M.; clearance by Career Service Committee
- f. Tuesday, 9:00 A.M.; circulation to each Working Group Chairman